CONTRACT MANAGER
User Guide
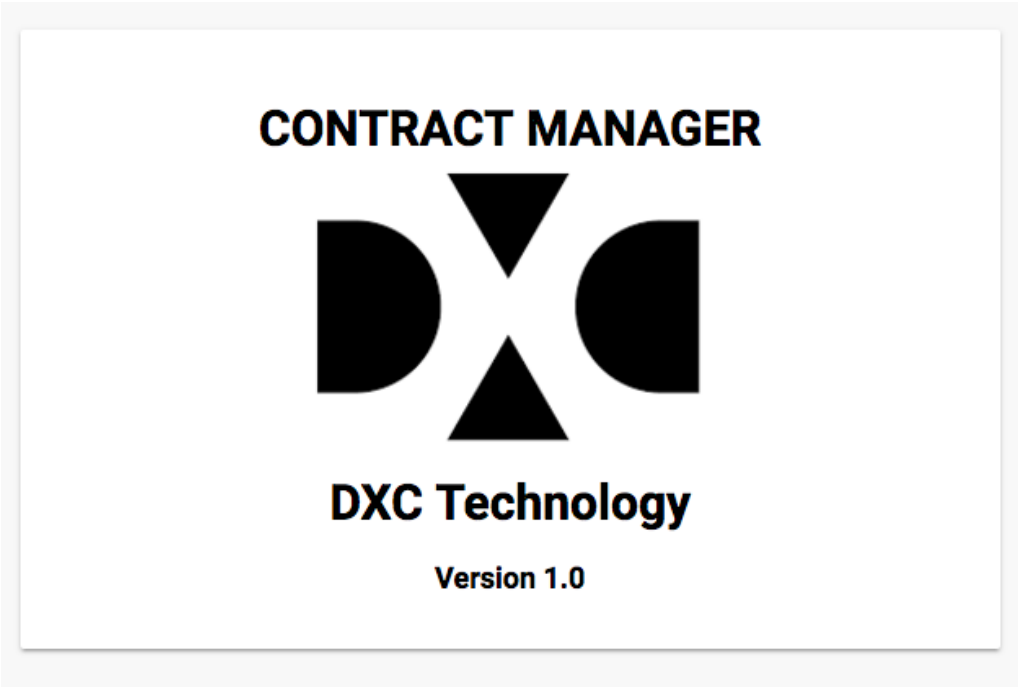

CONTRACT MANAGER

DXC Technology

Version 1.0

Table of Contents

1. Structure of the Application

Following are the elements of the application

1.1. Header

1.1.1. Menu

HOME   PROGRAMS   REPORTS   SETTINGS
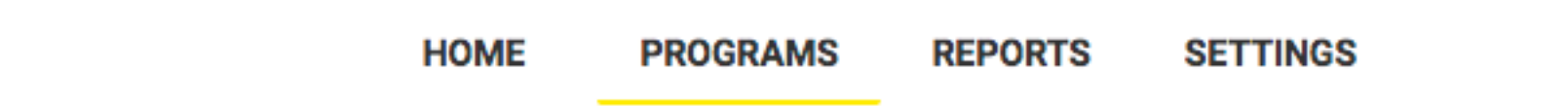
1.1.2. Current User Information

JUSTIN CLARK | Logout

1.1.3. Quick Program Search
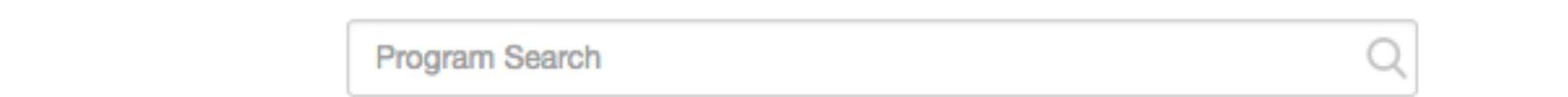
Program Search

The search bar helps you search program and switch to it.

1.2. Section Editor

Each section has an edit button. Use it to change values within that section. Once done you can save it or revert back the changes

Edit   »   Save | Cancel

1.3. Tool bar

A program and order can be downloaded in pdf format. User the **Print** button to download it.

PDF Print

At few places we have **Delete** button, this would delete the the entity under consideration

Delete
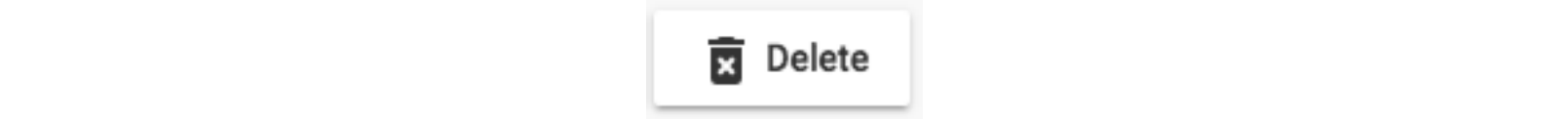
1.4. Pagination

The lists are supported with pagination at the bottom; use it navigate between the pages

« Previous   1   Next »

1.5. Footer

Version 1.0   User Guide

It shows application's versions and you can download this guide from there

2. Home

It has list of programs grouped by recent actions
1. Name of the program
2. Date when the program was updated
3. Navigate to program

2.1. Recently Updated

#	Name ①	Updated On ②
	RECENTLY UPDATED	
1	Defence and Security Accelerator	May 24, 2017
2	Counter-proliferation ③	May 24, 2017
3	Domestic Programme	May 24, 2017
4	Cross-Government Prosperity Fund Programme	May 24, 2017
5	Domestic Programme Fund	May 24, 2017

2.2. Recently Created

#	Name ①	Created On ②
	RECENTLY CREATED	
1	Broadband Delivery	May 23, 2017
2	Domestic Programme Fund ③	May 18, 2017
3	State Children's Insurance	Apr 26, 2017
4	Cross-Government Prosperity Fund Programme	Apr 25, 2017
5	Domestic Programme	Apr 25, 2017

2.3. Recently Viewed

#	Name ①	Viewed On ②
	RECENTLY VIEWED	
1	Broadband Delivery ③	May 24, 2017
2	Defence and Security Accelerator	May 24, 2017
3	Counter-proliferation	May 24, 2017
4	Domestic Programme	May 24, 2017
5	Cross-Government Prosperity Fund Programme	May 24, 2017

2.4. Advance Search

Using this you should be able to drill down to specific set of programs

ADVANCE SEARCH

Filters

① ☑ Program Name   Program Search 🔍   **Add filter** ② ✓
③ ☑ Contract Type   [⬍]

select an option
Program Name
Phase
Contract Type
Subcontract
Prime Contract
Program Number
Contract Id
RFP #

④ ✔ Apply   ✖ Clear ⑤

1. Program Name- - the default filter; you can deselect it
2. Add Filter – use it to add more filters
   - Phase
   - Contract Type
   - Subcontract
   - Prime Contract
   - Program Number
   - Contract Id
   - RFP#
3. Contract Type – newly added filter
4. Apply – button to go to results.
5. Clear – to reset values of filter

3. Programs

3.1. List of programs

3.1.1. Filters

1. Program name
2. Add Filter
3. Contact Type
4. RFP #
5. Apply
6. Clear

3.1.2. List

1. Name of program
2. Click on any program to show detail

3.2. Program Viewer

A program's details has been segregated into following 8 tabs

3.2.1. General

3.2.1.1. General Information

1. Auto generated program number -
2. The program name
3. Phase

3.2.1.2. Summary Information

1. RFP#
2. Letter Contract #
3. Prime Contract #
4. Contract Id#
5. Role
6. Subcontract #

3.2.1.3. Contract Types

1. It can take multiple values like
   - Time and Material
   - Level of efforts
   - Letter Contract
   - Labour hours
   - IDIQ
   - Fixed Unit Price
   - Fixed Price
   - Level of efforts
   - Firm Fixed with EPA
   - Firm Fixed Price
   - Firm fixed Incentives

- Cost sharing
- Cost reimbursable
- cost plus incentive

- Cost plus Fixed fees
- Cost plus Award fees

3.2.1.4. Primary Place of Performances

#	Places ①	
1	Arkansas	
2	California	
3	Delaware	

PRIMARY PLACE OF PERFORMANCES

1. Multiple Places

3.2.1.5. Award Basis

AWARD BASIS

① Award Basis:	Multiple	② If task/delivery orders then competition is:	Discretionary

1. Multiple or Single
2. can be one of
   - Discretionary
   - None
   - Required

3.2.1.6. Service Offerings

SERVICE OFFERINGS

#	Service Offering ①
1	Applications Maintenance
2	Health Care Finance Administration (HCFA)
3	Business Continuity

1. Multiple Values

3.2.1.7. Corporate Identifier

CORPORATE IDENTIFIER

① CAGE Code:	0CVK8	② Corporate DUNS:	07-781-7617
③ Corporate Location:	225 Grandview Ave, Camp Hill, PA		

1. CAGE Code
2. Corporate DUNS attached with cage code
3. Corporate Location

3.2.1.8. Renewal

RENEWAL

① Current Term Expires On:	May 31, 2017	② Next notice of intent due by:	May 17, 2018
③ Valid exercise requires (day[s] notice):	3		

1. Current Term Expire On
2. Next notice of intent due by
3. Valid exercise requires (day[s]notice)

3.2.1.9. Dates

DATES

① Award Date:	May 24, 2017		
② Maximum Term Start Date:	May 25, 2017	③ Maximum Term End Date:	May 31, 2017
④ Base Period Start Date:	May 31, 2017	⑤ Base Period End Date:	May 31, 2018

1. Award Date
2. Maximum Term Start Date
3. Maximum Term End Date
4. Base Period Start Date
5. Base Period End Date

3.2.1.10. Option Periods

OPTION PERIODS

#	Number ①	Start Date ②	End Date ③
1	12558	May 24, 2017	May 31, 2017
2	12885	Jun 4, 2018	Jun 29, 2018

1. Number
2. Start Date
3. End Date

3.2.1.11.   Procurement Regulations

	PROCUREMENT REGULATIONS		
#	Regulation ①	Notes ②	
1	NASA	Notes	
2	DFARS	Notes	

1. Regulation
2. Notes

3.2.1.12.   Owners

	OWNERS		
#	Owner ①	Type ②	
1	Justin Clark	Finance	
2	Newm	Legal	

1. Owners
2. Type

3.2.2. Affiliations

	AFFILIATIONS		
#	Affiliation Type ①	Program Name ②	
1	IS THE SAME ISS	Army Federal Program ③	
2	IS A RELATED CL	Federal 1	
3	IS A CROSS REFE	Newfederal	

1. Affiliation Type
2. Program Name
3. Click on any program to detail.

3.2.3. Contacts

	CONTACTS		
#	Type ①	Contact ②	
1	Awarding Agancy	Federal	
2	Payment Office	Thomson Brett	
3	Contractor	Andrew Flintop	

1. Type
2. Contact

3.2.4. Financials

3.2.4.1. Financial Control data

FINANCIAL CONTROL DATA	
① Responsibility Center:	Journal of Higher Policy

1. Responsibility Centre

3.2.4.2. Payment Information

PAYMENT INFORMATION	
① Payment Office:	Andrew Flintop
② Special Billing Provisions:	None

1. Payment office
2. Special Billing Provisions

3.2.4.3. Mechanics

MECHANICS			
① Authorized Users:	Albert	② Contract Ordering:	Centralized

1. Authorized Users
2. Contract Ordering

3.2.4.4. Financial

FINANCIAL	
(1) Original Estimated Lifecycle Contract Value:	$9,000.00
(2) Current Estimated Lifecycle Contract Value:	$16,000.00
(3) Current Obligated Funds:	$5,000.00

1. Original Estimated Lifecycle Contract Value
2. Current Estimated Lifecycle Contract Value
3. Current Obligated Funds

3.2.5. Terms & Conditions

TERMS & CONDITIONS		
(1) Name	(2) Description	(3) Date
1 Service Contract Act	Notes	May 24, 2017
2 Economic and MOnetary Union (EMU) Compliance	Notes	May 31, 2017

« Previou

1. Name
2. Description
3. Date

3.2.6. History & Contract Mods

3.2.6.1. History

HISTORY		
(1) Date	(2) Last Modified By	(3) Description
1 May 24, 2017	Brait Lee	Notes
2 May 25, 2017	Justin Clark	Notes

1. Date
2. Last Modified By
3. Description

3.2.6.2. Show Cause/ Cure Notice

SHOW CAUSE / CURE NOTICE			
(1) Show Cause / Cure Notice:	NO	(2) Show Cause / Cure Notice Date:	May 31, 2017
(3) Actions:	Initial		

1. Show Cause / Cure Notice
2. Show Cause / Cure Notice Date
3. Actions

3.2.6.3. Contract Mods

CONTRACT MODS	
# Name (1)	
1 876 5/24/2017 (2)	
2 876 5/24/2017	

1. Name - Which contains list of contract mods
2. If user click on any name, then user will get the detail

3.2.7. Orders

3.2.7.1. List

ORDERS		
# Name (1)	Type (2)	Effective Date (3)
1 22151	Firm Fixed with EPA	May 31, 2017
2 125698	Cost Plus Incentive	Jun 15, 2017

1. Orders Name
2. Type
3. Effective Date

3.2.7.2. Details

DETAILS			
1 Order Name	22151	**2** Scope	Center Outsourcing
3 Order Type	Firm Fixed With EPA	**4** Effective Date	May 31, 2017
5 Pop From	May 24, 2017	**6** Pop To	Jun 14, 2017
7 Proposal Date	May 25, 2017	**8** Resp Center	Scotiabank
9 Customer	Michel		
10 Description	Notes		

1. Orders Name
2. Scope
3. Order Type
4. Effective Date
5. Pop From
6. Pop To
7. Proposal date
8. Resp Center
9. Customer
10. Description

3.2.7.3. Financials

FINANCIALS			
1 Fixed Price Cumulative	$10,000.00	**2** Cost Cumulative	$5,000.00
3 Fee Cumulative	$1,000.00	**4** Total Cumulative	$16,000.00
5 Obligated Amount	$5,000.00		
		Limit of Funds	
6 Amount	$100,000.00	**7** Notification	Jun 14, 2017
8 Percentage (%)	50		

1. Fixed Price Cumulative
2. Cost Cumulative
3. fee Cumulative
4. Total Cumulative
5. Obligated Amount
6. Limit of Funds Amount
7. Limit of Funds Notification
8. Limit of Funds Percentage

3.2.7.4. Decentralized Order

DECENTRALIZED ORDER	
1 Payment Office	Federal
2 Contract Administrator	Andrew Flintop
3 Contract Admin Backup	Thomson Brett

1. Payment Office
2. Contract Administrator
3. Contract Admin Backup

3.2.7.5. Contracting Officer

CONTRACTING OFFICER	
#	Name **1**
1	Federal
2	Michel Clark

1. Name of Contracting Officer

3.2.7.6. Account Manager

ACCOUNT MANAGER	
#	Name **1**
1	Michel Clark
2	Andrew Flintop

1. Name of Account Manager

3.2.7.7. Security

SECURITY	
1 ☑ Required	
2 Security Requirement Notes	Notes

1. Required
2. Security Requirement Notes

3.2.7.8. Modifications

	MODIFICATIONS	
#	**Name** (1)	**Effective Date** (2)
1	3452352	Jun 30, 2017

1. Name
2. Effective Date

Modification Details

← Modification - 3452352 of 22151 (9)

	DETAILS		
(1) **Name**	3452352	(2) **Scope**	Certification And Depl
(3) **Order Type**	Cost Sharing	(4) **Change Type**	Bilateral
(5) **Pop From**	Jun 5, 2017	(6) **Pop To**	Jun 6, 2017
(7) **Proposal Date**	May 31, 2017	(8) **Effective Date**	Jun 30, 2017

1. Orders Name
2. Scope
3. Order Type
4. Change Type
5. Pop From
6. Pop To
7. Proposal date
8. Effective Date
9. Back to list

Modification Financials

	FINANCIALS	
Field (1)	**Amount** (2)	**Adjustment** (3)
Fixed Price	$10,000.00	Plus
Cost	$5,000.00	Plus
Fee	$1,000.00	Plus
Obligated	$5,000.00	Plus

1. Fields
2. Amount
3. Adjustment

Modifications Changes Made

CHANGES MADE
(1) Add/Change Funding Data
(2) Administrative Change
(3) Change PoP

1. Add/ Change Funding Data
2. Administrative Change
3. Change Pop

3.2.8. Documents

DOCUMENTS FOLDERS
📁 (1) Funds   📁 Legal   📁➕ New Folder (2)

1. Folder
2. New Folder

	DOCUMENTS			
(1) **Name**	(2) **Size**	(3) **Type**	(4) **Time**	(5) **Date**
Affiliations	49kb	png	7:11 PM	May 24, 2017
user-guide	1311kb	docx	7:11 PM	May 24, 2017
user-guide	2309kb	pages	7:10 PM	May 24, 2017

1. Name
2. Size
3. Type
4. Time
5. Date

3.3. Downloads

3.3.1. Program Details

<table>
<tr><td colspan="4" align="center">Program - Broadband Delivery</td></tr>
<tr><td colspan="4" align="center">General Information</td></tr>
<tr><td>Program Number :</td><td>103492</td><td>Phase:</td><td>Canceled</td></tr>
<tr><td colspan="4" align="center">Summary Information</td></tr>
<tr><td>RPF #:</td><td>32568</td><td>Letter Contract No#:</td><td>a85791</td></tr>
<tr><td>Prime Contract #:</td><td>OoD-2345</td><td>Contract Id #:</td><td>35894</td></tr>
<tr><td>Role</td><td>Prime</td><td>Sub Contract #:</td><td>35894.12</td></tr>
<tr><td colspan="4" align="center">Contract Types</td></tr>
<tr><td>SNo.</td><td colspan="3">Contract Type</td></tr>
<tr><td>1</td><td colspan="3">Time & Material</td></tr>
<tr><td>2</td><td colspan="3">Cost Plus Incentive</td></tr>
<tr><td>3</td><td colspan="3">Firm Fixed Price</td></tr>
<tr><td colspan="4" align="center">Place Of Performances</td></tr>
<tr><td>SNo.</td><td colspan="3">Place</td></tr>
<tr><td>1</td><td colspan="3">Arkansas</td></tr>
</table>

3.3.2. Order Details

<table>
<tr><td colspan="4" align="center">Order Name - 22151</td></tr>
<tr><td colspan="4" align="center">Details</td></tr>
<tr><td>Order Type :</td><td>Firm Fixed with EPA</td><td>Scope :</td><td>Center outsourcing</td></tr>
<tr><td>Pop From :</td><td>May 23, 2017</td><td>Pop To :</td><td>Jun 13, 2017</td></tr>
<tr><td>Effective Date :</td><td>May 30, 2017</td><td>Resp Center :</td><td>Scotiabank</td></tr>
<tr><td>Proposal Date :</td><td>May 24, 2017</td><td>Customer :</td><td>Michel Clark</td></tr>
<tr><td>Description :</td><td>Notes</td><td></td><td></td></tr>
<tr><td colspan="4" align="center">Financial</td></tr>
<tr><td>Fixed Price Cumulative :</td><td>$10,000.00</td><td>Cost Cumulative :</td><td>$5,000.00</td></tr>
<tr><td>Fee Cumulative :</td><td>$1,000.00</td><td>Total Cumulative :</td><td>$16,000.00</td></tr>
<tr><td>Obligated Amount :</td><td>$5,000.00</td><td></td><td></td></tr>
<tr><td colspan="4" align="center">Limits Of Funds</td></tr>
<tr><td>Amount :</td><td>$100,000.00</td><td>Notification :</td><td>Jun 14, 2017</td></tr>
</table>

v1.0
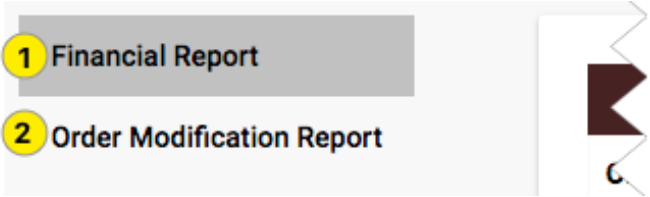
4. Reports

1. Financial report
2. Order Modification Report

4.1. Financial Report

Step 1

1. Original Estimated Lifecycle Contract Value
2. Current Estimated Lifecycle Contract Value
3. Current Obligated Funds
4. Submit
5. Reset

Step 2

1. Original Estimated Lifecycle Contract Value
2. Program Name
3. Estimated Lifecycle Contract Value
4. Current Obligated Funds
5. Reset
6. Export

4.2. Order Modification Report

Step 1

1. Program
2. Order Names
3. Check box
4. Submit
5. Reset

Step 2

1. Program
2. Order no.
3. Order modification Fields

5. Modifying a Program

5.1. Program Editor

5.1.1. General

5.1.1.1. General Information

1. Program Number – auto generated number and cannot be edited
2. Program Name – text which is used to identify the program
3. Phase – it can take one of the following values
   - Active
   - Approved
   - Approved (Pending)
   - Cancelled
   - Cancelled (Pending)
   - Close
   - Close - Out
   - Closed
   - Contract Administration
   - Error
   - Inactive
   - Locked
   - Lost
   - Not Submitted
   - Open With IT
   - Open-OLD
   - Pending Approval
   - Pre-Proposal
   - Processed
   - Proposal
   - Re-Open
   - Rejected
   - rejected (Pending)
   - Reopen
   - Research Pending
   - Submitted

5.1.1.2. Summary Information

1. RFP #
2. Letter Contract #
3. Prime Contract #
4. Contract Id #
5. Role – User can take one of the following values
   - Prime
   - Subcontractor
6. Subcontract Id #

5.1.1.3. Contract Types

1. Contract Type- User can take one of the following values
   - Time and Material
   - Level of efforts
   - Letter Contract
   - Labour hours
   - IDIQ
   - Fixed Unit Price
   - Fixed Price , Level of efforts
   - Firm Fixed with EPA
   - Firm Fixed Price
   - Firm fixed Incentives
   - Cost sharing
   - Cost reimbursable
   - Cost Plus incentive
   - Cost Plus Fixed fees
   - Cost plus Award fees
2. Clear - User can clear the selected contract type.

5.1.1.4. Primary Place of Performance

#	Places 1	
1	California	Clear
2	Place search	Done

PRIMARY PLACE OF PERFORMANCES   Save Cancel

1. Places - user can select multiple.

5.1.1.5. Award Basis

AWARD BASIS   Save Cancel

1 Award Basis: Multiple   If task/delivery orders then competition is: 2 DISCRETIONARY

1. Award Basis : User can take one of the following values
- Multiple
- Single
2. If task/delivery orders then competition is:
- Discretionary
- None
- Required

5.1.1.6. Service Offerings

SERVICE OFFERINGS   Save Cancel

#	Service Offering 1	
1	Applications Maintenance	Clear
2	Business Continuity	Clear
3	Health Care Finance Administration (HCFA)	Clear
4	Select an option	Done

1. Options
- Applications Development & Mgt
- Applications Maintenance
- Asset Mgt and Maintenance
- Business Continuity
- Claims or Settlement Processing
- Consulting
- Desktop/Client Server
- E Communities
- Enterprise Customer Management
- Health Care Finance Administration (HCFA)
- Help Desk
- Internet Solutions & Applications
- Mainframe
- Midrange
- Procurement
- Project Support
- Télécommunications
- Training and Education

5.1.1.7. Corporate Identifier

CORPORATE IDENTIFIER   Save Cancel

1 CAGE Code: 0CVK8   Corporate DUNS: 2 07-781-7617

3 Corporate Location: 225 GRANDVIEW AVE, CAMP HILL, PA

1. Cage Code
- 05HD8
- 1U305
- 0CVK8
- 00MK8
- TBD
- 1D6O3
- 4TJT0
2. Corporate DUNS –Auto generated
3. Corporate Location
- 5400 Legacy Drive, Plano, TX
- 13600 EDS Drive, Herndon, VA
- 225 Grandview Ave, Camp Hill, PA
- 1600 North Beauregard Street, Alexandria, VA
- 7900 Westpark Dr, T-600, McLean, VA
- SafeGuard Services
- Falls Church, VA
- 4646 Needmore Rd, P.O. Box 24593, Dayton, OH 45424
- NHIC

5.1.1.8. Renewal

RENEWAL   Save Cancel

1 Current Term Expires On: 2017-05-31   Next notice of intent due by: 2 2018-05-17

3 Valid exercise requires (day[s] notice): 3

1. Current Term Expire On
2. Next notice of Intent due by
3. Valid exercise requires (day[s] notice)

5.1.1.9. Dates

1. Award Date
2. maximum Term Start Date
3. Maximum Term End Date
4. Base Period Start Date
5. Base Period End Date

5.1.1.10. Option Periods

1. Number
2. Start Date
3. End Date

5.1.1.11. Procurement Regulations

1. Number
2. Start Date
3. End Date

5.1.1.12. Owners

1. Owner
2. Type

5.1.2. Affiliations

1. Affiliation Type
2. Program Name

5.1.3. Contacts

1. Type
2. Contact

5.1.4. Financials

5.1.4.1. Financial Control Data

1. Responsibility Center

5.1.4.2. Payment Information

1. Payment Office
2. Special Billing Provisions

5.1.4.3. Mechanics

1. Authorized Users
2. Contract Ordering

5.1.4.4. Financial

1. Original Estimated Lifecycle Contract Value
2. Current Estimated Lifecycle Contract Value
3. Current Obligated Funds

5.1.5. Terms & Conditions

1. Name
2. Description
3. Date

5.1.6. History & Contract Mods

5.1.6.1. New History

1. Date
2. Last Modified By
3. Description

5.1.6.2. Show Cause / Cure Notice

1. Show Cause/Cure Notice
2. Show Cause/ Cure Notice Date
3. Actions

5.1.6.3. New Contract Mods

1. Contract Mod#
2. Effective Date
3. Change Type
4. Comment
5. Type of Change Made

5.1.7. Orders

5.1.7.1. New Order

1. Orders Name
2. Scope
3. Order Type
4. Effective Date
5. Pop From
6. Pop To
7. Proposal date
8. Resp Center
9. Customer
10. Description

5.1.7.2. Order Detail

1. Orders Name
2. Scope
3. Order Type
4. Effective Date
5. Pop From
6. Pop To
7. Proposal date
8. Resp Center
9. Customer
10. Description

5.1.7.3. Financials

1. Fixed Price Cumulative
2. Cost Cumulative
3. fee Cumulative
4. Total Cumulative
5. Obligated Amount
6. Limit of Funds Amount
7. Limit of Funds Notification
8. Limit of Funds Percentage

5.1.7.4. Decentralized Order

1. Payment Office
2. Contract Administrator
3. Contract Admin Backup

5.1.7.5. Contracting Officer

1. Name

5.1.7.6. Account Manager

#	Name ①		
1	Michel Clark	Clear	
2	Andrew Flintop	Clear	
3	Account Manger Search	Done	

1. Name

5.1.7.7. Security

SECURITY   Save

① ☑ Required

② **Security Requirement Notes**   Notes

1. Required
2. Security Requirement Notes

5.1.7.8. New Modification

New Modifications of 22151   Save   Canc

DETAILS

① Name*:		② Scope:	select an option
③ Order Type:	select an option	④ Pop From:	
⑤ Pop To:		⑥ Effective Date:	
⑦ Proposal Date:		⑧ Change Type:	select an option

1. Name
2. Scope
3. Order Type
4. Change Type
5. Pop From
6. Pop To
7. Proposal date
8. Effective Date

FINANCIALS

Field ①	Amount ②	Adjustment ③
Fixed Price:	$	select an option
Cost:	$	select an option
Fee:	$	select an option
Obligated:	$	select an option

1. Field
2. Amount
3. Adjustment

① CHANGES MADE

② ☐ Add/Change Funding Data

☐ Administrative Change

☐ Change PoP

☐ Change Scope/SOW

☐ Incorporate Proposal

☐ Option Exercise

1. Change Made
2. Check Box

5.1.8. Documents

5.1.8.1. New Document

DOCUMENTS FOLDERS

📁 Funds   📁 Legal   ① [   ] ✓ ✕

1. New Folder

5.1.8.2. New File

NEW FILE   Cancel

① Choose Files | No file chosen

② Name   Size ③   Status ④   Actions ⑤

⊕ Upload all   ⊘ Stop

1. Choose File
2. Name
3. Size
4. Status
5. Actions

5.5. Deleting a Program

see <u>Tool bar</u> section

6. Settings

① Users

② Contacts

③ Places

1. Users
2. Contacts
3. Places

6.1. Users

6.1.1. List

USERS

#	Name ①	Login ②	Mobile ③	Email ④	Type ⑤		
1	Albert Smith	Albert.smith	+919856985542	Sksushil999@Gmail.Com	Legal	Edit	Delete
2	Big Show	william.beth	+10245698569	Wilil54@Gmail.Com	Finance	Edit	Delete
3	Brait Lee	Lee.Brait	+14545454545	LeeCooper@Gmail.Com	Legal	Edit	Delete
4	Jerry	jerry_123	+102894759869	Jerry@Msn.Com	Legal	Edit	Delete
5	Justin Clark	dean.newport	+919856456465	Justin@Gmail.Com	Legal	Edit	Delete
6	Newdean	newdean	+11458456789	Newdean@Gmail.Com	Legal	Edit	Delete
7	Sachin Sharma	sachin	+919454545454	Sachin@Gmail.Com	Legal	Edit	Delete

« Previous 1 Next

1. Name
2. Login
3. Mobile
4. Email
5. Type

6.1.2. Creating a new user

NEW USER   ⑦ Save Cancel

① First Name*: [   ]

② Last Name: [   ]

③ Login*: [   ]

④ Mobile*: [   ]

⑤ Email*: [   ]

⑥ Type*: [⇕]

1. First Name
2. Last name
3. Login
4. Mobile
5. Email
6. Type
7. Save

6.2. Contacts

6.2.1. List

1. Name
2. Email
3. Telephone
4. Address

6.3. Places

6.3.1. List

1. Name
2. Edit/Delete

6.3.2. Creating new place

1. Name